NEW JOIN/ INITIAL JOIN AUDIT PROCESS

REFERENCES

MCTFSPRIUM CH 12
MCO P4650.37
PAA 07-12

BASIC INFORMATION

Audits will be accomplished to ensure accuracy, completeness,
currency, and consistency of the Marine's Electronic Service Record (ESR) match that of the Marine Corps Total Force System and are in compliance with the Marine Corps Total Force System Personnel Reporting Instruction User Manual

BASIC INFORMATION

Required Programs:

Unit Diary Management Integrated Personnel System (UDMIPS)
Permissions given by CO/I-I/ECO

Marine Corps Total Force System (MCTFS)
Permissions given by SAAR Form and MISSO

Document Tracking Management System (DTMS)
Permissions given by CO/I-I

Electronic Document Access (EDA)
Permissions given by MISSO

Marine On-Line (MOL)
Permissions given by CO/I-I and MOL Manager

BASIC INFORMATION

Join Process Audit. Whenever joined chargeable by the Command to include return from TAD, FAP, deployments and return from a period of active duty 31 days or more

Triennial Audit. At least once every three years from the date of the last join
process audit or triennial audit. To reduce the number of times a Marine is required to physically visit the administrative section, Marines or Administrative personnel are able to declare any visit for routine service as their triennial audit

Mobilization/Deployment Readiness Audit. For a deployment, mobilization and Annual Training which is anticipated to be 31 days or more in duration, active component and AR Marines will be audited no earlier than 60 days prior to deployment and reserve component Marines will be audited no earlier than 60 days prior to commencement of annual training (AT)

NEW JOIN AUDIT

First Stage Audit (Checking In):

1. (Active Duty Only) - Acquire from member Permanent Change of Station (PCS) orders, detaching endorsement, and Web Orders

a. Assession Marines to the Active Reserve Program will begin their orders effective the date of the orders. The reserve unit will report the transfer entry via Unit Diary. The report date will allow for their authorized travel from their “Place Entered Active Duty” to their duty station. Entitlements will be based on their PLEAD until the report date and change to the Duty Station

2. (Reserve) – Acquire Initial Entry Pipeline, inter-unit transfer, Inter-Service Transfer, Join from IRR documentation

3. Complete reporting endorsement

4. Check DTMS and EDA for Dislocation Living Allowance (DLA), Advanced Travel, Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), Advance Pay, Advanced Basic Allowance for Housing (BAH). (If requested at departing command, print and audit vouchers on allowances received)

NEW JOIN AUDIT

First Stage Audit (Continued):

5. Print audit (Option N) from MCTFS and complete the audit with the member:
(BIR, BTR, ROS, RED, EDU, CRCR, ARCR, DRS OPT 23, CARSEA), SGLI, FSGLI and NAVMC 10522

a. DRS Opt 23 must be extracted and audited AFTER “Transfer” or “Drop” entry posts and BEFORE the “Join” entry is reported. The DRS Opt 23 must be ANNOTATED with corrective actions to include unit diary number and date

b. Report audit in UDMIPS (at a minimum, Type Transaction Code (TTC) 815/816 000)

6. OMPF/UMSR access via MOL from all command RUCs (Active/Reserve)

a. Join the member to the command’s UMSR upon checking into the unit. This will allow the admin office to view and conduct the first stage audit of the members ESR in their OMPF

NEW JOIN AUDIT

CONTRACT

Current contract/extensions
Ensure only the most current contract is on top of right side
Contract date reflects on the BIR
If in receipt of a bonus, SOU is on file for current contract
If selected Lump Sum Leave (LSL), include LSL computation sheet

PG 11

Entries signed, dated and numbered
Ensure “choose (to) (not to)” is circled
If “to” is circled, ensure rebuttal is in the ESR
Ensure it is closed out
Ensure “continued on supplemental page” is annotated if multiple pages
Ensure pages are numbered correctly

PAGE 12

If there are no PG 12 entries remove PG 12
If there are entries move to the document side and make sure it’s been run on UE

NEW JOIN AUDIT

UPB

Make sure UPB is filled out correctly and reported on UD

RED (Witness must have Rank)

Current RED

SGLI dates match RED

Make sure all RED entries are dated and signed

If NOK RED info has a PO Box make sure there is driving direction for the next of kin

SGLI (Required to complete upon check-in)

Make sure it's the current form ($400,000)

Make sure its been signed by Auditor and Member

Check if unusual beneficiary is annotated (counseling)

FSGLI (Increase Form) (Required to complete upon check-in)

Completed only if declined or less than $100,000

NEW JOIN AUDIT

BIR

Make sure all entries were reported posted in MCTFS
Make sure its been signed by Marine
Check marital status/dependents
Certify BAH and circle (has)(has not) and (certification)(update)
All reserve and active reserve must initial Mob statement (Retention 2 Yrs Cmd Files)
Ensure auditor is authorized and signs BIR

CRCR

Annual certification required(member can certify CRCR through MOL)

***Effective Oct 2013 BIR and CRCR will be viewed and audited by the member via MOL and filed in the command's files.

W-4

W4 indicates STATE/FEDERAL or S/F
If state/fed exemptions are different two W-4's are required
Attached to the **DD Form 2058** (State of Legal Residence)
DD Form 2058-1 must be completed for required 13 states (PBUM 8 20608)

NEW JOIN AUDIT

NAVMC 10922

Make sure all pertinent dependents have been added or removed via unit diary

Make sure Marine, PersO and CO/I-I (by dir authorized) signs

PG 3

Number PG 3's and "Continued on Supplemental Page" for multiple pages

Ensure PG 3's are closed out

MISC

DD Form 1966
Previous DD Form 4's/NAVMC 321a's (SOU's and LSL Computation)
DD Form 214/215's
CSB (counseled by **CO/XO/SgtMaj** if elected to receive)
VA Waiver (**only** if entitled to receive/waive VA benefits)
ROS
NOBE
DD Forms 2366/2366-1
VEAP
Annex, A, B, and C
Record of Disclosure
Privacy Act

NEW JOIN AUDIT

First Stage Audit (Continued):

8. Verify all entitlements currently receiving from previous Command, and if required, stop any entitlements not currently authorized to receive at the new duty station

9. Complete and submit travel claim along with any additional and/or required entitlements or advances requested by the member that were not requested from detaching Command. Once travel claim is settled (to include any additionally submitted entitlements or advances) audit the Electronic Document Access (EDA) travel voucher and DTMS History for accuracy of all entitlements and reimbursements

NEW JOIN AUDIT

Elapsed Time

1. Check MCTFS Retrieval upon settling of travel claim up to 45 days from the date of the join posting for the “Elapsed Time, TTC 520/521” entry reported by the finance office

2. If “Elapsed Time, TTC 520/521” entry was not reported by the 45th day or was reported incorrectly, submit a NAVMC 11116 in DTMS requesting the finance office to report/correct the “Elapsed Time TTC 520/521” entry

3. Once NAVMC 11116 has processed, audit the history statement for completion

4. Once the “Elapsed Time, TTC 520/521” entry has posted in MCTFS Retrieval or 60 days from the date the join posting, initiate the second stage audit process

NEW JOIN AUDIT

Second Stage Audit:

1. (Active Duty Only) - Audit “Elapsed Time, TTC 520” entry to verify travel and delay periods of travel from old duty station to new duty station with the settled travel claim for accuracy

2. (Reserve) – Audit “Elapsed Time, TTC 521” entry to verify period of travel through the pipeline process with the settled travel claim

3. Ensure any authorized PDMRA was used prior to charging annual leave

4. Audit the MCTFS Remarks Summary for entitlements with annotations

5. Audit Leave and Earnings Statement (LES) for leave and entitlements with annotations

6. Ensure all entitlements, as required, have stopped or started

NEW JOIN AUDIT

Files: 3 Year Retention

(New join “package” recommendation):

1. Check-in sheet (Completed)
2. MCTFS Remarks Summary (Audited)
3. Leave and Earnings Statement (Audited)
4. NAVMC 11116 with history (Audited)
5. Elapsed time entry printout (Audited)
6. Travel claim with settled voucher (Audited)
7. Option 23 (Audited)
8. Copy of Mobilization Statement from BIR (Reserve and AR Marines)
9. Reporting endorsement
10. Detaching endorsement
11. PCS Orders
12. Web Orders
13. Travel allowance documentation with settled vouchers (Audited)

CONTACTS

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Request Access to the MFR G-1/Ops AAU Distribution List

NEW JOIN AUDIT

Questions?